INSTRUCTIONS FOR USING TEMPLATES TO CREATE LOCAL DATA FLYERS

To assist with data dissemination efforts, the Office of Alcohol and Drug Abuse Prevention, Arkansas Department of Human Services, has created a series of data flyers and accompanying local templates. The flyers depicting state-level data are available for downloading at ADAP's web site: http://www.arkansas.gov/dhs/dmhs/adap_survey.htm (note: there is an underscore between 'adap' and 'survey'). Local templates can also be accessed from ADAP's web site. You can modify these templates to display your local data. It is ideal to use both documents together (state and local), preferably in a front/back format. This allows readers to see the scope of the problem in Arkansas, along with some talking points for parents, and then see how that compares to their own community.

Step 1: Review your local APNA data. Local data results are available at the region, county, school district and building levels. Use the most appropriate Arkansas Prevention Needs Assessment (APNA) report to find your own local data. Please note that school district and school building data are not posted online and must be obtained from the school district's superintendent or APNA contact person.

Step 2: Modify the template charts. To do this, first single-click on the white space within any of the charts. Then double-click within the white space. A small spreadsheet should open automatically. (If the spreadsheet does not open, click on "view" then "datasheet.") On the spreadsheet, you will see the values for the chart. Where you see the name of the example county or region, type over it with the name of your data area (e.g. Pope County, or Murfreesboro School District). In that same row, enter the appropriate values. For example, if you are working on a "binge drinking" chart, you'll enter the binge drinking rates for 6th, 8th, 10th, and 12th grades (which you found in your APNA report). Once you have entered your local data, click on the red "X" to close the spreadsheet. You should now see your local data on the chart, and the name of your county or district listed on the key. Repeat the process to change the other charts.

Step 3: Modify the risk/protective factor information. The bottom half of the flyer (below the charts) should be used to highlight the specific issues facing your community. The APNA data should help you identify risk and protective factors most critical to your locale. To enter these, simply click anywhere within the text box and replace the existing sample text with your own. Note about risk and protective factors: Your goal is to have HIGH levels of protection and LOW levels of risk. The flyer is currently set to highlight areas where your school or community is doing WELL in terms of protection, and areas of CONCERN for risk factors.

Step 4: Modify the text box to the bottom right. Click anywhere within the box to replace the sample text with your own. If the sample data/concept isn't what you want to emphasize, choose something else. This is your document for educating your community about its specific issues.

Step 5: Modify all identifying information. Wherever on the template the name of the example area is identified, you will need to correct it to reflect the area your data represents. Specifically, revise:

Top of the page:

- Title of flyer - change to your location
- Subtitle of flyer - change to your location

Bottom of the page:

- Change the "created on" document to the current date; if you're working on a revision, change "created on" to "revised on" and include the current date

Revised May2009

For assistance using templates, please contact Alison Rose at (501) 352-0549 or blissarose@hotmail.com.

- Change the contact information and logo to your coalition/agency/organization's